

**Executive Committee
Meeting Minutes
February 14, 2018
Appoquinimink State Service Center, Middletown, De.
9:35 a.m. – 11:30 a.m**

Members Present: Steve Yeatman, Chair, Daniese McMullin-Powell, Karen McGloughlin, Shawn Rowe, Terri Hancharick, Carol Barnett, Rick Kosmalski.

Members Absent: Laura Greene

Staff: Pat Maichle

Guests: Victoria Counihan, DAG, Brigitte Hancharick

- I. Call to Order – The meeting was Called to Order at 9:35 a.m.**
- II. Approval of Minutes – Minutes of 12/13/17 were approved as submitted.**
- III. Approval of Agenda – The Agenda was approved as submitted.**
- IV. Chair's Report**

Steve has not attended any outside events since the last meeting. He chooses to have the focus on the travel policy for this meeting.
- V. Staff Report**
 - 1. The Membership Committee has met to develop a recruitment plan that they will submit to the full Council. We are currently in need of 3 new Members who have disabilities and, preferably, live in Sussex County. Pat has begun to make contacts in Sussex County to, hopefully, get new Members.**
 - 2. The FAC will meet prior to the next Council meeting to make a recommendation concerning supporting the LIFE Conference for 2019.**
 - 3. DHSS Secretary Walker has named Marie Nonamacher as the new Director of DDS.**
 - 4. DHSS has put Supported Decision Making documents on their web site and is available to the public.**
 - 5. The Health Care Commission recently met with providers concerning Payer-Purchaser opportunities in Delaware. Pat was invited to attend this event by the DHSS Secretary's office.**
 - 6. The President's budget is out for review. Cuts are proposed for DD Councils. Congress will next act on the federal budget.**
 - 7. The federal ADA Reform and Education Act is being voted on in Congress on Thursday. Many advocates are working to keep this Act from being passed in Washington.**

8. The EMPOWER Care Act (S. 2227) is also being worked at the federal level. This Act would promote Money Follows the Person nationally.
9. The NACDD Policy Priorities are available and will be discussed at the Public Policy Seminar in April. They are available on the NACDD web site.

VI. Financial Report/FAC Committee Report

The Financial Report was provided and the Members reviewed it. There were no questions presented. We continue to use the current year's grant amount until Congress passes a Budget and the President signs it. The report will then reflect the 2018 grant amount.

VII. Current Business

1. Travel Policy Development – Documents were shared with the Members present that included the current policy, comments from our national association, policies from other DD Councils, and a previous document sent out by Kristin Harvey. Members do want a process that benefits Members, not restricts the opportunities. DE is not a “reimbursable” state so staff can make the arrangements for travelers and pay directly.

Some concerns that have come up are equity in travel, do we need a ceiling on the amount we budget for travel, maybe Members don't feel comfortable in volunteering to travel although we try to make it as easy as possible to travel. Another concern has been singular requests beyond the typical annual conferences and the decision-making process that might occur. In the current policy, there is a requirement of a 60 day prior request in order to be considered for a singular request. The amounts should be considered in the policy for each travel.

Travel funds should be considered each year and stated in the policy. Will it mean limiting the number who go to the annual conferences or just singular events? Do we require early notice for each request? After the annual conferences, do we limit the singular requests? Do we need a form? For all travel or just the singular events? Use a draft based on a current travel request form? Spell out after-event expectations for each traveler concerning reports back to the Council. Refinements on how many travel, when do they request, Chair can travel considering his/her position, and process for that review and approve/disapprove. The two annual conferences will be covered fully for Members and then portions of singular events as requested and approved. Submission to the Executive Committee for consideration and then reporting to full Council of decisions. List the Public Policy Seminar and NACDD Annual Conference as events that can be attended. How does it connect with our state plan? Don't limit the number of times someone can travel per year

but if there is an overabundance of requests in one year, in order to help with decision-making considerations.

Instate travel, include DART tickets and mileage in addition to registration if there is one, no hotels within state.

Shawn, Daniese, Karen, Rick will work on a draft policy with Pat and will share with the full Council.

2. **By Laws Revisions** – Victoria and Pat submitted a newer draft to the Committee with a brief explanation of the process of reviewing this draft. The Committee decided to consider this draft at the next Executive Committee meeting so that Members can spend the time to go through each item on the draft. This will be a priority at the next meeting.
3. **MOU Draft** – Victoria and Pat discussed this document and Victoria will have a new draft prior to the next Council meeting for them to review and discuss.
4. **Personnel Committee Update** – The Committee met and began to discuss guidelines and how to move forward with a performance plan and review for the Director.
5. **Evening Meeting Locations** – The Division of Vocational Rehabilitation has offered for us to use their Pencader site for both our day and evening meetings. Harriett Ann Litwin has offered to attend the meetings at DVR to enable people to get into and out of the building. Thank you to DVR for helping us out with this problem.

VIII. New Business

1. **Designated State Agency – Transition Discussion** – An initial discussion occurred about the possibility of moving to a new designated state agency at some point in the future. Other possible agencies will be researched and Pat will report back to the Council. In the meantime, the Council will need to review the current DSA as required by the DD Act. This will be discussed further at the next meeting.

IX. Adjournment – The meeting adjourned at 11:30 a.m.